

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 19 July 1988.

1. Status of Tasks Assigned by Senior Management:

2. Major Events That Have Occurred During the Preceding Week:

a. On 15 July, the Chief, PMS/OL met with [] of Africa Division. The meeting was considered informative and productive. [] expressed appreciation for the timely and effective assistance being furnished by OL personnel. []

b. [] has reviewed legislation relative to a "drug-free workplace" and has coordinated same with the Offices of Congressional Affairs and General Counsel. []

c. [] has reviewed and interpreted Procurement Note 190 (Nondisclosure Form) for personnel in the Office of SIGINT Operations. []

d. [] and several OL officers interested in automated data processing (ADP) visited Wang Laboratories, Inc., in []

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Bethesda, Maryland, and were briefed on that company's products. Wang computer equipment is being considered for several applications within OL. []

e. [] briefed the OL ADP Task Force on 11 July concerning the final report of the Contract Team Automation Working Group. The Task Force met again on 15 July and voted approval of the report and its recommendations. Any work done to automate (as prototype) the Core Contract Team will be fully coordinated with other interested OL components. The Form 88 to procure hardware and software (for prototype effort) is expected to be completed the week of 18 July and scheduled for presentation to the OL ADP Task Force. []

f. [] represented OL at the Industrial Review Panel meeting held on 14 July. Six cases were presented for discussion and resolution. []

g. On 18 July, [] represented OL/PMS at a meeting of the Logistics Training and Awards Panel. []

h. A total of 224 contract actions and 108 amendment actions were input into the CONIF database during this reporting period. []

i. [] is attending "Effective Writing" 18 through 20 August. []

j. [] is attending "Administration of Cost - Reimbursement Contracts" 18 through 22 July. []

k. [] has completed changes to the NOMAD Proco database regarding employee assignments. She has requested six special printouts from Proco for the Chief, PMS/OL. [] has been in contact with the Personnel and Training Staff, OL, requesting time to demonstrate the new NOMAD Proco database to personnel on that staff. To date, no time has been scheduled for this demonstration. []

3. Upcoming Events:

[] will be relocating to [] this week and [] will replace [] in OL/PMS. []

4. Management Activities and Concerns:

OL/PMS will continue to keep management apprised of any significant management activities and/or concerns as they arise. []

C O N F I D E N T I A L